7.6 ACADEMIC LEAVE OF ABSENCE

Overview

The procedures described in this section are for:

- Sabbatical Leaves
- Leaves With Pay
- Leaves Without Pay

Each type will be discussed individually. See subsequent sections for policy references.

Policy Summary

Sabbatical Leaves

The procedures for processing sabbatical leaves of absence are for a Ladder Rank faculty member. (Refer to *APM 740* for policy on sabbatical leaves.) Such an academic employee may be on one of the following types of sabbatical leave:

- Sabbatical with full salary (Leave Type 01)
- Sabbatical with partial salary (Leave Type 02)
- Sabbatical in residence with full salary (Leave Type 03)

Leaves With Pay

Leaves With Pay usually apply to Academic employees only. An employee may be on a leave of absence with pay for one of the following reasons:

- Pregnancy (Leave Type 04)
- Extended Illness - (Leave Type 05)
- Government/Public Service (Leave Type 06)
- Professional Development (Leave Type 07)
- Military Leave With Pay (Leave Type 11)
- Special Research (Leave Type 12)
- Administrative (Leave Type 13)
- Family and Medical (Leave Type 16)
- Worker's Compensation - 80% Extended Sick Leave (Leave Type 91)
- Other (Leave Type 99)

Leaves Without Pay

An academic employee may be on a leave of absence without pay for one of the following reasons:

- Pregnancy (Leave Type 04)
- Extended Illness - (Leave Type 05)
- Government/Public Service (Leave Type 06)
- Professional Development (Leave Type 07)
- Personal (Leave Type 08)
- Worker's Compensation - (Leave Type 09)
- Furlough (Leave Type 10)
- Special Research (Leave Type 12)
- Administrative (Leave Type 13)
- Family and Medical (Leave Type 15)
- Military Leave Without Pay (Leave Type 93)
- Other (Leave Type 99)

Before You Start

Have the academic employee complete the following form:

1. Leave of Absence form (UPAY 573) for leaves with pay over 7 days, **or**
2. Leave of Absence form (UPAY 573) for leaves without pay of any length.

Obtain required approval to perform the payroll/personnel action; usually a letter to the employee that the leave has been approved. Refer to the *Campus Academic Personnel/Procedures Manual (CAPPM) Appendix 1, Delegation of Authority Chart*.

Have both the approved, completed UPAY 573 form and a copy of the letter to the employee approving the leave on hand prior to entering the action.

When processing leaves for academic employees with end dates (e.g. assistant professors), departments should pay close attention to appointment and distribution end dates. If the end date of the leave period coincides with or goes beyond the appointment and distribution end dates, departments should contact Academic Human Resources prior to entering this information.

Refer to AHR Training Materials, *AHR-PPS Ladder-Rank Academic Policies and Procedures*, for a description of the policies covering leaves of absence for academic employees.

Employee's Responsibilities when going on Leave of Absence Without Pay:

- **Parking**. Employee is responsible for contacting the Parking and Transportation Service Office to cancel parking privileges and fees. Parking permits must be returned to avoid charges for available services while on leave.
- **Insurance**. It is the Service Center's responsibility to provide appropriate Insurance continuation Information to the employee. Contact the Benefits Office (x2013) for guidance.
- **All Other Deductions**. Employee must contact the individual providers to arrange for continuation. Deductions include: automobile insurance, credit union, charitable contributions (United Way and EOP), employee organization dues.

Upon return to pay status, the employee has a limited period to re-enroll in any insurance plans the employee chose not to continue.

Data Entry

Enter data for the reappointment via the ALOA bundle. The ALOA bundle contains the following functions:

ELVE (Leave of Absence)

EAPP (Appointments/Distributions)

EACD (Academic Service)

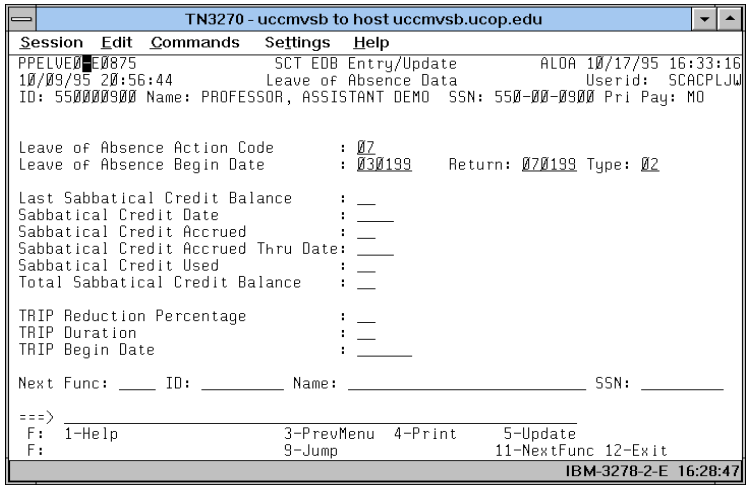
Accessing the ALOA Bundle

1. Log on to the Payroll/Personnel System.
2. At the Next Func field, type **EEDB** and press **Enter**.
3. Type **BUND** and press **Enter**.
4. Type **ALOA** and the **employee ID number**, then press **Enter.**

The ELVE function is displayed.

Completing the ELVE Function

ELVE (LEAVE OF ABSENCE DATA)


TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPELVE0-E0875 SCT EDB Entry/Update ALOA 10/17/95 16:33:16
10/09/95 20:56:44 Leave of Absence Data Userid: SCACPLJW
ID: 550000900 Name: PROFESSOR, ASSISTANT DEMO SSN: 550-00-0900 Pri Pay: MO
Leave of Absence Action Code : 07
Leave of Absence Begin Date : 030199 Return: 070199 Type: 02
Last Sabbatical Credit Balance : __
Sabbatical Credit Date : ____
Sabbatical Credit Accrued : __
Sabbatical Credit Accrued Thru Date: ____
Sabbatical Credit Used : __
Total Sabbatical Credit Balance : __
TRIP Reduction Percentage : __
TRIP Duration : __
TRIP Begin Date : _____
Next Func: ____ ID: _____ Name: _____ SSN: _____
===> _____
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 9-Jump 11-NextFunc 12-Exit
IBM-3278-2-E 16:28:47

Notes and Tips

- Update the ELVE and EAPP functions for Sabbatical Leave.
- Use the ELVE and EACD functions for all leaves. Update these functions when processing a leave with full pay (other than sabbatical) or a leave without pay.

The ELVE Procedure

1. Enter data in the following fields, as applicable:

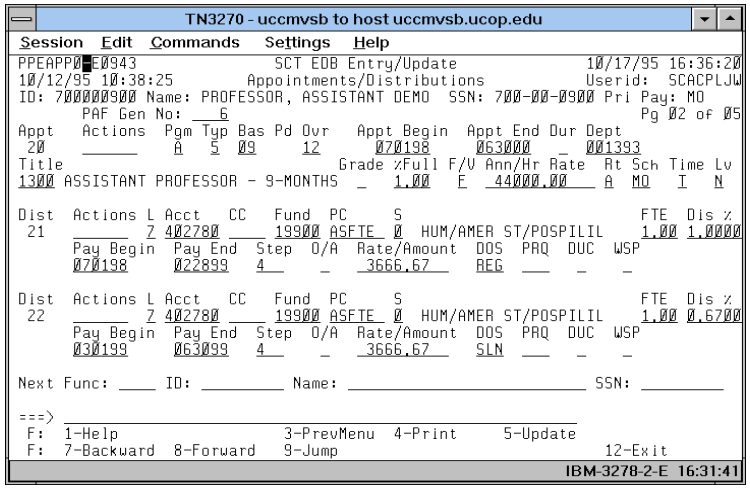
Leave of Absence Action Code	For a Leave of Absence without pay, enter 08. For a Leave of Absence with pay, enter 07.
Leave of Absence Begin Date	Enter the date the leave will begin, in the format: MMDDYY.
Leave of Absence Return Date	Enter the date the employee is *scheduled to* ***return*** from the leave of absence, in MMDDYY format.
Type	Enter the Leave of Absence Type code. Press F1 Help to see valid codes.

The remaining fields do not require entry at this time.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 NextFunc** to continue to the next function.

Sabbatical Leave Example

EAPP (APPOINTMENTS/DISTRIBUTIONS)


TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEAPP0-E0943 SCT EDB Entry/Update 10/17/95 16:36:20
10/12/95 10:38:25 Appointments/Distributions Userid: SCACPLJW
ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO SSN: 700-00-0900 Pri Pay: MO
PAF Gen No: 6 Pg 02 of 05
Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept
20 A 5 09 12 070198 063000 001393
Title Grade %Full F/U Ann/Hr Rate Rt Sch Time Lv
1300 ASSISTANT PROFESSOR - 9-MONTHS 1.00 F 44000.00 A MO I N
Dist Actions L Acct CC Fund PC S FTE Dis %
21 7 402780 19900 ASFTE 0 HUM/AMER ST/POSPILIL 1.00 1.0000
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
070198 022899 4 3666.67 REG
Dist Actions L Acct CC Fund PC S FTE Dis %
22 7 402780 19900 ASFTE 0 HUM/AMER ST/POSPILIL 1.00 0.6700
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
030199 063099 4 3666.67 SLN
Next Func: ID: Name: SSN:
===>
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 7-Backward 8-Forward 9-Jump 12-Exit
IBM-3278-2-E 16:31:41

Notes and Tips

- When processing a sabbatical leave, always end the current distribution and set up new distributions to place on sabbatical and to bring back to REG status. Refer to *Section 1.11, Appointments and Distributionss* and *Section 1.12, End/Begin Procedures* for more information.
- When processing leaves for academic employees with end dates (e.g., assistant professors), departments should pay close attention to appointment and distribution end dates. If the end date of the leave period coincides with or goes beyond the appointment and distribution end dates, departments should contact Academic Human Resources prior to entering this information

EAPP Appointment Level Procedure

When processing a sabbatical leave, make **no** change to the appointment line for the faculty member's permanent appointment.

EAPP Distribution Level Procedure

1. End the current distribution the day before the leave begins.
2. Go to the command line and type **"add d"** to set up the next available distribution to effect payment during the sabbatical leave period; use appropriate DOS-- SLN, or SLR.

   In the % field, enter the percent of time to be paid during the sabbatical. e.g., 0.6700.
3. Go to the command line and type **"add d"** to set up the next available distribution to resume payment with a **REG** DOS.

   This distribution should be effective the day following the end of the leave period and should coincide with the return date previously entered in the "Leave of Absence Return Date" field on the ELVE function.
4. Enter data in the following fields, as applicable:

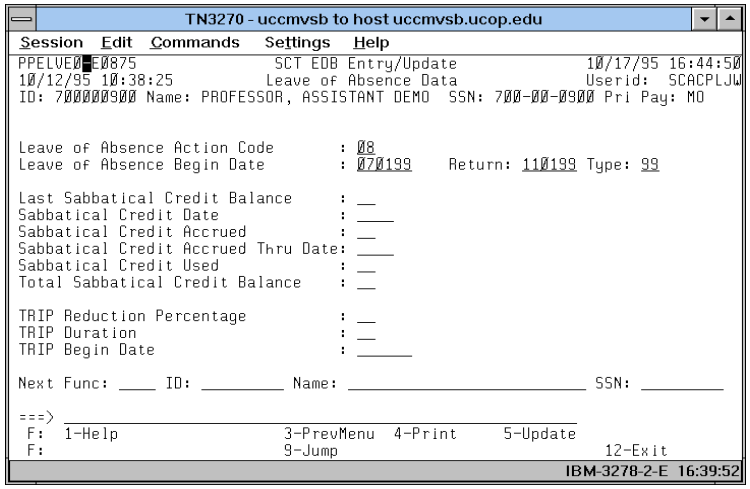
Actions (Action Code)	Code indicating the personnel action which affected the associated distribution. No entry is required.
L	Enter 7 for UCSC location number.
Acct	Enter 'organization' FOAPAL number.
CC	Enter cost center.
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 0 or 2 as applicable.

FTE	The percentage of the budgeted position which the distribution represents, if applicable. Full time is represented as 1.00.
Dist %	The anticipated percentage of time which is chargeable to the account/fund. Full time is represented as 1.0000.
Pay Begin	Date on which the pay should be charged to the account/fund, in the format: MMDDYY.
Pay End	Date on which pay is expected to end for the account/fund, in the format: MMDDYY.
Step	The step within the salary range associated with the title code. Enter as one-digit for academics.
O/A	Code indicating that the employee's pay rate is off-scale or above scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press F1 Help to see valid codes.
Rate/Amount	The monthly, hourly, or by-agreement amount associated with the distribution.
DOS	Code indicating the type of compensation associated with the distribution. Press F1 Help to see valid codes, e.g. SLN.
PRQ	Code indicating the type of perquisite provided.
DUC	A system-derived code indicating a group within a bargaining unit to which a distribution for an appointment is assigned for collective bargaining purposes, excluding range adjustments.
WSP	Not used for academics.

5. Press **Enter** to invoke range/value edits.
6. Press **F11 Next Func** to continue to the next function.

Leave Without Pay for Spring or Fall Quarter with A Summer Research Appointment

ELVE (LEAVE OF ABSENCE) FUNCTION


TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPELVE0 E0875 SCT EDB Entry/Update 10/17/95 16:44:50
10/12/95 10:38:25 Leave of Absence Data Userid: SCACPLJW
ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO SSN: 700-00-0900 Pri Pay: MO
Leave of Absence Action Code : 08
Leave of Absence Begin Date : 070199 Return: 110199 Type: 99
Last Sabbatical Credit Balance : __
Sabbatical Credit Date : ____
Sabbatical Credit Accrued : __
Sabbatical Credit Accrued Thru Date: ____
Sabbatical Credit Used : __
Total Sabbatical Credit Balance : __
TRIP Reduction Percentage : __
TRIP Duration : __
TRIP Begin Date : ______
Next Func: ____ ID: _____ Name: _____ SSN: _____
===>
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 9-Jump 12-Exit
IBM-3278-2-E 16:39:52

***LOA's are at employee level. If employee has an existing leave still in effect, a future or subsequent leave cannot be added until the current leave has ended.* (see *Section 2.3, Timing*, for further details)**

Notes and Tips

- When processing a Leave Without Pay, enter leave data on the ELVE function. You do not need to update the EAPP function. Proceed to the EACD function.
- The base appointment is not affected.
- If the Leave Without Pay is fall quarter (pay period July 1 through October 31) and you need to pay summer salary for July, then you need to update the EAPP function to reflect the summer appointment.
- If the Leave Without Pay is spring quarter (pay period March 31 through June 30) and you need to pay summer salary for June, then you need to update the EAPP function to reflect the summer appointment.
- A Leave Without Pay supersedes other payroll actions; therefore, the paid summer appointment, which will be established on the database and in History, will not be included on pre-listed timesheets. When timesheets are produced, the Service Center needs to add the employee to the timesheet.
- Notify Payroll Office via the PAN if employee will be receiving additional compensation (e.g., summer salary) while on leave without pay.

EAPP Appointment Level Procedure

1. Use the **F9 Jump** key and **F15 Newline** keys to go to the command line.
2. At the command line, type **"add a"** to set up the first available appointment.
3. Enter data in the following fields, as applicable:

Actions (Action Code)	Enter Action Code 13 for additional employment.
Pgm	System derived code identifying the personnel program under which the appointment is held.
Typ	Enter 5 (academic) The code indicates the appointment type associated with the appointment.
Bas	The code is 09 for summer research salary. A code which indicates the service period on which an appointment is based. Press F1 Help for valid codes.

Pd Ovr	The code is 09 for summer research salary. A code indicating the number of months in the year over which the salary for the appointment will be paid. Press F1 to see valid codes.
Appt Begin	Enter the date on which the appointment is effective in the format: MMDDYY.
Appt End	Date on which the appointment is expected to end, in format: MMDDYY.
Dur	Leave blank for summer research salary.
Dept	A system derived code indicating the department or other administrative unit associated with the appointment.
Title	A code indicating the position or classification title for the appointment. Press F1 of valid codes.
Grade	Leave blank for academics.
%FULL	Enter the percentage of time that the employee is expected to work. Enter full time as 1.00.
F/V	Enter F - fixed for summer research salary. A code indicating if the time the employee will work in the appointment is fixed or variable.
Annual/Hr	Enter annual salary rate for summer research salary. The annual salary or the hourly rate associated with the appointment.
Rt	Enter the code that indicates whether the rate of pay is annual (A) hourly (H), or by-agreement (B).
Sch	Enter MA for summer research salary. Code that indicates which pay schedule the appointment will be paid, either Monthly Current (MO) or Monthly Arrears (MA).
Time	Code that represents the method of reporting time for the appointment. T for Exception Time Reporting, A for Positive Time Reporting, W if without salary.
Lv	Enter N - non-accruing for summer research salary. A code indicating the rate at which vacation and sick leave will be accrued.

EAPP Distribution Level Procedure

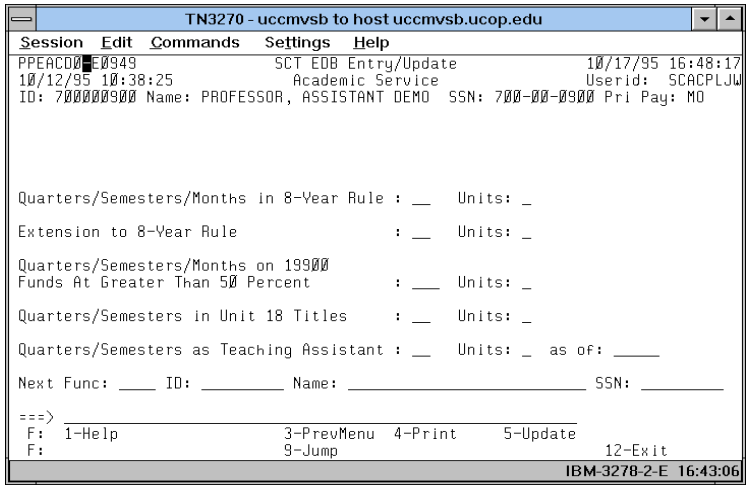
1. Use the **F9 Jump** to go to the command line.
2. At the command line type **"add d"** to set up the first available distribution.
3. Enter data in the following fields, as applicable:

Actions (Action Code)	No entry is required for summer research salary.
L	Enter 7 for UCSC location number.
Acct	Enter 'organization' FOAPAL number.
CC	Enter cost center.
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 0 or 2 as applicable.
FTE	Leave blank for summer research salary. The percentage of the budgeted position which the distribution represents, if applicable.
Dist %	The anticipated percentage of time which is chargeable to the account/fund. Full time is represented as 1.0000.
Pay Beg	Date on which the pay is expected to be charged to the account/fund, in the format: MMDDYY.
Pay End	Date on which pay is expected to end for the account/fund, in the format: MMDDYY.
Step	The step within the salary range associated with the title code. Enter as one-digit for academics.
O/A	Code indicating that the employee's pay rate is off-scale or above scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press F1 Help to see valid codes.
Rate/Amount	The monthly (1/9 or 1/11) or by agreement amount associated with the distribution.
DOS	Code indicating the type of compensation associated with the distribution. Press F1 Help to see valid codes, e.g. OLN.
PRQ	Code indicating the type of perquisite provided.
DUC	A system derived code indicating a group within a bargaining unit to which a distribution for an appointment is assigned for collective bargaining purposes, excluding range adjustments.
WSP	Not used for academics.

4. Press **Enter** to invoke range/value edits.
5. Press **F11 Next Func** to continue to the next function.

Completing the EACD Function

EACD (ACADEMIC SERVICE)


TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEACD0-E0949 SCT EDB Entry/Update 10/17/95 16:48:17
10/12/95 10:38:25 Academic Service Userid: SCACPLJW
ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO SSN: 700-00-0900 Pri Pay: MO
Quarters/Semesters/Months in 8-Year Rule : __ Units: _
Extension to 8-Year Rule : __ Units: _
Quarters/Semesters/Months on 19900
Funds At Greater Than 50 Percent : ___ Units: _
Quarters/Semesters in Unit 18 Titles : __ Units: _
Quarters/Semesters as Teaching Assistant : __ Units: _ as of: _____
Next Func: ____ ID: _____ Name: _____ SSN: _____
===>
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 9-Jump 12-Exit
IBM-3278-2-E 16:43:06

Notes and Tips

- Divisions have discretion for use of this function for academic employees. No entry required at this time.

EACD Procedure

1. No entry required at this time. The following is for your information:

Quarters/ Semesters/ Months in 8-Year Rule	The number of quarters, semesters, or months of service accrued in the titles Instructor, Assistant Professor, and equivalent titles toward the 8-year service limitation.
Extension to 8-Year Rule	The number of quarters, semesters, or months of additional time added to the 8-year service limitation.
Quarters/ Semesters/ Months on 19900 Funds at Greater than 50 Percent	The number of quarters or semesters (for academic year-based appointments) or the number of months (for fiscal year-based appointments) of service accrued in a title or in the titles Professor in Residence, Adjunct Professor, and/or Professor of Clinical Series and supported on 19900 (State) Funds for more than 50 percent time.
Quarters/ Semesters in Unit 18 Titles	The number of quarters or semesters of service accrued in the titles designated under Unit 18 for collective bargaining purposes.
Quarters/ Semesters as Teaching Assistant	The number of quarters or semesters of service accrued in the titles teaching assistant, Associate, and Teaching Fellow toward the service limitation established by policy for students.

2. This is the last applicable function in the bundle. Proceed to *Review*.

Review

Use **F10 Prev Func** and **F11 Next Func** to navigate through the bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to invoke consistency edits and to display the PAN Subsystem Notification Preparation screen.

Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) function is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to navigate to the appropriate function, make any corrections, then do one of the following:
    - Press **F5 Update** to invoke PAN.
    - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in *Section 1.6, System Messages* in this manual for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the first function in the bundle appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to *Section 1.8, Post Authorization Notification (PAN)*.

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Forward the appropriate approval document(s) to the mandatory reviewer.
- Retain the data collection document(s) in the Service Center employee file.
- Forward a copy of the leave letter to Academic HR.